



Executive Service Position Announcement
Information Officer
Annual Salary Range: \$44,844-\$80,724
Application Deadline: January 31, 2017

The Tennessee Department of Revenue is seeking a highly qualified individual to serve as Information Officer in the Department's central office in Nashville. This executive service position has a monthly pay range of \$3737-\$6727 and an annual pay range of \$44,844-\$80,724. The starting salary will depend on the individual's experience and education. The ideal candidate is highly motivated, deadline-driven, creative, and enthusiastic. Excellent written communication skills are required; Professional writing samples and/or news clips may be requested.

Principal Duties and Responsibilities

- Respond to media inquiries
- Write and edit internal and external communications
- Develop and enhance social media presence
- Oversee and enhance content on Department's intranet site for employees
- Assist with content development on Department's website
- Create and edit videos

Education and Experience

- Bachelor's Degree in English, Communications, Journalism, or other related field
- Minimum of 1 year professional experience in print or television media, communications, or other related field
- Experience in multimedia (video shooting, editing, producing) preferred
- Experience in social media marketing and email marketing programs preferred

Interested applicants may send resumes to Kimberly.Mantlo@tn.gov by close of business on **January 31, 2017**.

The Tennessee Department of Revenue is an AA/EEO/ADA equal opportunity employer.